



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

IMHD-PWM

GARRISON POLICY
DPW - 05

21 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Real Property Facilities Requirements

1. REFERENCES.

- a. Army Regulation 405-45, Real Property Inventory Management, dated 1 November 2004.
- b. Army Regulation 405-70, Utilization of Real Property, dated 12 May 2006.
- c. Army Regulation 735-5, Policies and Procedures for Property Accountability, dated 28 February 2005.

2. APPLICABILITY. This policy is applicable to all Major Subordinate Commands (MSCs), separates and civilian leaders on Fort Hood that are or will be signing for Army real property.

3. POLICY. The management, request and return of Fort Hood real property is controlled by the Directorate of Public Works (DPW), Real Property Planning Division (RPPD), and the Real Property Accountable Officer (RPAO). This policy establishes command and RPAO responsibilities to meet the requirements of Army and Department of Defense real property regulations.

a. Garrison Commander: Exercise overall authority over this policy within Fort Hood.

b. DPW/RPPD:

- (1) Enforcement of this policy and all applicable regulations.
- (2) Responsible for the management and administration of real property within Fort Hood.
- (3) Assist all MSCs, separates and civilian leaders with real property requirements or request.
- (4) Advise the DPW and Garrison of non-compliance with established procedures.

c. DPW/RPAO:

(1) Ensure 100% of the real property facilities are accounted for in accordance with (IAW) Army regulations.

(2) Ensure that all facilities are issued to units IAW Army regulations and this policy memorandum.

(3) Provide customer services for real property facilities, key requests and central clearing.

(4) Provide real property personnel to conduct pre-inspections and facility handover functions for the issue and receiving of facilities as needed.

(5) Contact other divisions/agencies (Environmental, Fire Department, DPW Maintenance, etc.) that need involvement in the facility inspection, issue or return process.

d. Commanders and Civilian Leaders:

(1) Re-establish facility hand receipts face to face with the Real Property Office no later than (NLT) 1 October 2012, and by 1 September annually thereafter.

(2) Ensure that facility hand receipts are current and maintained IAW Army regulations, this policy memorandum and its annexes.

(3) Ensure that facility keys are maintained IAW physical security regulations and Fort Hood policies.

e. Facility Hand Receipts: Real Property personnel will ensure that the person signing is on a current DA 1687. The signing for facilities is recorded on a FHT 210-x14; all fields must be completed. Line 1 will be completed as indicated on the form (date, name, rank, organization). Line 2 will contain the signature of the person designated and actually signing for the facility (as in line 1) and his/her phone number. Line 3 will contain the name and phone number of the main point of contact for the facility (usually the person that signed authorizing the DA 1687).

f. Replacement Keys: Due to loss or need for additional, keys will only be given to the last person on the DA 2062. It is not the responsibility of the Real Property Office personnel to research or request payment for loss at levels below the hand receipt holder. If keys are lost, Real Property will need a memo from the unit requesting the replacement of keys, signed by the appropriate authority (current hand receipt holder for building).

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g. Also required is a copy of the DD 1131 Cash Collection Voucher stamped from the Defense Finance & Accounting Service (DFAS), a copy of a DD 139 Pay Adjustment Authorization, stamped from DFAS, or a copy of the final DA 7531 Financial Liability Investigation of Property Loss (FLIPL), stamped from DFAS. These documents need to include the building number and keys associated with the loss. If additional keys are needed, only the last person on the DA 2062 may sign for additional. If the unit finds the need to pay for the re-key or re-locking of a building, a memo signed by the appropriate authority (current hand receipt holder for building) and a DA 4283 will be turned in to the Real Property Office. Once this memo is returned, Real Property will sign it, and both the memo and the DA 4283 will be taken to the DPW Business Operations and Integration Division for processing.

4. EXPIRATION: This Fort Hood Garrison Command Policy will remain in effect until superseded or rescinded.

Encl
SOP (Guidance for
Transfer & Acceptance
of Real Property)


MATTHEW G. ELLEDGE
COL, IN
Commanding

DISTRIBUTION:
IAW FH Form 1853: A